

HAWAI‘I STATE ART MUSEUM FACILITIES HANDBOOK



Hawai'i State Foundation on Culture and the Arts
Art in Public Places Program
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About the Hawai‘i State Art Museum



© Hawai'i State Art Museum

The Hawai‘i State Art Museum is the primary venue for the display and interpretation of the Art in Public Places (APP) Collection, a large collection of commissioned and relocatable artworks primarily by Hawai‘i artists. The APP Program was created in 1967 with the Art-in-State-Buildings Law, a law that sets aside one percent of the construction cost of state buildings to commission and purchase works of visual art that beautify and humanize the environment.

The APP Program resides within the State Foundation on Culture and the Arts (SFCA), Hawaii’s official arts agency. The mission of the SFCA is to promote, perpetuate, preserve, and encourage culture and the arts, history, and the humanities as central to the quality of life of the people of Hawai‘i.

The Hawai‘i State Art Museum is located on the site of the original Hawaiian Hotel, built in 1872 during the reign of Lot Kamehameha V. Situated across from ‘Iolani Palace, it was Honolulu’s leading hotel for 45 years. The YMCA purchased the building and opened the Army and Navy YMCA in 1917. By 1926 the wooden structure, showing its years, was demolished for the current Spanish-Mission style concrete and stucco building. Designed by local architects Walker Emory and Marshall Webb, with San Diego architect Lincoln Rogers, the new building opened in 1928 and featured cast stone detailing, iron grill work, and ornamental light fixtures. The Italian scrollwork and other architectural details were modeled after the Davanzati Palace in Florence. Original tile work can be seen on the first and second floors.

Renamed the Armed Services YMCA after World War II began, the building housed and entertained United States military personnel throughout the war years. In 1978 the building was added to the National Register of Historic Properties. After extensive renovations in 1989 it was renamed the No. 1 Capitol District Building. In 2000 the State of Hawai‘i purchased the building, which houses various State Departments, including the Hawai‘i State Foundation on Culture and the Arts.

The Hawai‘i State Art Museum opened on November 3, 2002.

Hours of Operation

State business hours are Monday through Friday, 7:45 AM to 4:30 PM. State offices are closed on Saturday, Sunday, and all state holidays.

Regular museum hours are Tuesday through Saturday, 10:00 AM to 4:00 PM. The museum is closed on Sunday, Monday, and all state holidays.

Hawai'i State Art Museum Facility Rental Program

Facilities administered by the Hawai'i State Foundation on Culture and the Arts, Hawai'i State Art Museum (HiSAM) are located at 250 South Hotel Street in downtown Honolulu. Situated on the first and second floors of the historic No.1 Capitol District Building, these facilities include the art museum; Sculpture Garden, Front Lawn, Second Floor Courtyard, Multi-purpose Room, restaurant, and gift shop. Depending on availability, the museum's auxiliary spaces are available for rent Tuesday through Saturday after 4:45 PM until 9:45 PM and Sunday between 9 AM and 9 PM to community organizations, companies, government agencies and private individuals. The facilities are not available for rent on state holidays.

Museum Areas Available for Rental

Second Floor Courtyard

Maximum capacity: 180 seated dinner;
250 standing

Size: approximately 4,200 square feet

Availability: The courtyard is available for rental Tuesday through Sunday. Activity on the courtyard must not interfere with the daily operations of the state or its visitors.



© Hawai'i State Art Museum

Description: The Courtyard on the second floor is part of the original Armed Services YMCA and overlooks the landscaped Sculpture Garden. The Courtyard can be accessed through the second floor Sculpture Lobby.

A wet bar with sink and refrigerator is available for use by the permittees catering service. Americans with Disabilities Act-accessible restrooms are located in the Courtyard. The Courtyard is lit by sconces and hanging fixtures along the Diamond Head and 'Ewa eaves. Additional lighting is recommended. Ample electrical hookup is available.

Front Lawn

Maximum capacity: 600 seated dinner;
1500 standing

Size: approximately 11,700 square feet

Availability: The Front Lawn is available for rental Tuesday through Sunday. Setup and cleanup may take place during state business hours if it does not interfere with the daily operations of the state or its visitors.



© S. Young 2013

Description: The Front Lawn is a fenced, landscaped area surrounded by monkeypod trees, coconut, and areca palms with a sculpture walk connecting entries at both Hotel and Richards Streets. The historic building is a stunning backdrop for any large event. There are permanent light fixtures illuminating the front of the building and pathways, however, there is no lighting on the lawn. Electrical sources are available. For

installation of temporary light fixtures, see **Approvals**. An auxiliary generator is recommended for events with high electricity requirements.

Restrooms are located on the 'Ewa side of the first floor. An Americans with Disabilities Act - accessible unisex restroom is located on the Diamond Head side of the first floor (key needed for access). Restroom facilities on the second floor are also available for use.

It is recommended that permittees planning large events on the lawn also rent the air-conditioned Multipurpose Room and wet bar to access refrigerated storage, additional storage or setup space. All building entryways are locked after state business hours and regular museum hours; therefore, any permittee requiring access into the building outside of state and museum hours must make prior arrangements with museum staff.

The Front Lawn will be maintained prior to the event. A request for maintenance will be placed with the Public Building Management Services Branch of the Central Services Division of the Department of Accounting and General Services.

Sculpture Garden

Maximum capacity: 70

Size: approximately 7,600 Square Feet

Availability: The Sculpture Garden is available for rental Tuesday through Sunday. Activity on the sculpture garden must not interfere with the daily operations of the state or its visitors.



© David Franzen 2012

Description: This urban oasis is the perfect place to hold your intimate, private reception. With pieces from the Art in Public Places Collection set against the lush tropical foliage, the Sculpture Garden is a modern and classic space at the same time. Due to the construction of the Sculpture Garden, tents and other equipment are not allowed.

The museum will not be responsible for providing alternate sites in the event of inclement weather.

Museum Multipurpose Room and Wet bar

Maximum capacity: 70 seated

Size: approximately 860 square feet

Availability: This room is not available for use during regular museum hours.

Description: The air-conditioned Multipurpose Room is located on the first floor, Diamond Head side. A softly lit foyer serves as the entrance to this climate-controlled environment. Audio/visual equipment is available for use in the Multipurpose Room, see **Rental Fees**.



© Hawai'i State Art Museum

The Multipurpose Room is a theater-style area that can seat up to 70 people. There is no permanent seating in the Multipurpose Room. If chairs are required, the permittee may rent chairs and/or tables from the museum for a small usage fee per item. It will be the permittees responsibility to configure the tables and chairs. Tables and chairs are not be used outside of the building. All furniture used must be cleaned and returned to holders after use. Permittee is expected to clean the Multipurpose Room upon termination of the event.

Cooking of any kind is not allowed in the Multipurpose Room.

A wet bar next to the Multipurpose Room is available for use during the event (including setup and cleanup if available). It is equipped with a sink and a refrigerator. This room is to be utilized for food storage and/or food prep only: cooking is not allowed in the wet bar. Permittee and/or caterer are responsible for cleaning floors, refrigerator, sink, returning chairs, tables etc. after the event.

The Multipurpose Room and wet bar are to remain locked at all times. Only museum staff is permitted to open the rooms for events. Due to risk of theft and/or vandalism, the doors to these rooms must not be propped open and left unattended. If high traffic or heavy use is expected for these rooms during the course of the event (including setup and cleanup), the permittee is responsible for posting a person at each door to prevent unauthorized individuals from entering the rooms. For security reasons, museum staff must be informed of any persons posted at the doors.

Request Process

A *Facility Rental Request Form* is necessary for rental requests. Anyone interested in renting museum facilities must complete a request form. Forms are available from the museum Visitor Services Manager. To request a form, please call (808) 586-9959 or email at <hisamrentals@gmail.com>.

The *Facility Rental Request Form* must be received by the museum a minimum of eight weeks prior to the requested event date. Please return the form to:

Visitor Services Manager
Hawai'i State Art Museum
250 S. Hotel St., 2nd Floor
Honolulu, HI 96813
Fax: (808) 586-0308
hisamrentals@gmail.com

The *Facility Rental Request Form* must be submitted with a non-refundable processing fee of \$50 to the Visitor Services Manager. After approval of the request a refundable \$200 deposit will reserve the event date. Checks are to be made payable to "The Hawai'i State Art Museum".

After the request has been approved and confirmed, a *Rental Agreement* will be provided for the permittees signature. The signed *Rental Agreement* must be returned and received by the museum within one week of receipt date.

Celebrations of a Personal Nature (Rental by Individuals)

All events must be conducted outside state business hours and regular museum hours. Please see **Basic Rental Fees** for specific times.

Marriage services in conjunction with receptions are allowed outside state business hours and regular museum hours. All denominations are welcome. Under Hawai'i Revised Statutes Chapter 489, it is unlawful to discriminate in a place of public accommodation based on sex, race, ancestry, religion, color or disability.

If needed, a preparation/dressing area for the bridal party must be arranged in advance with a museum representative- additional charges may apply.

No birdseed, confetti, glitter, rice, or live animals with the exception of professionally trained guide, signal or service animals are permitted on the grounds. Bubble solutions are permitted only on the front lawn. Balloons or signs are not to be secured to any part of the building except to the permittees temporary structures.

Photography, including wedding photography, with flash is permitted only in outdoor areas. See **Rules of Decorum** for all other photography situations. For wedding photography, the permittee may request use of the facility for photography prior to or after the event. Museum staff must be contacted for arrangements. Any and all professional photography will require a permit issued by the Hawai'i State Film Office, and approval by the museum staff.

Approvals

A Facility Rental Request Form must be submitted to HiSAM staff for all event approvals. All request forms must be approved by the SFCA Executive Director, Public Building Management Services Branch of the Central Services Division of the Hawai'i State Department of Accounting and General Services (DAGS Central Services) and the State Comptroller.

Tent staking, electrical hookup, or other grounds-related issues must be approved and supervised by DAGS Central Services to avoid damage to the building, landscaping, electrical, water, gas lines, and sprinkler system. Securing of tents on the front lawn using stakes is strictly prohibited. Tents on the front lawn must be secured with water barrels. Tents on the 2nd floor courtyard must be secured to building columns. Water barrels on the 2nd floor courtyard are strictly prohibited. Tents and any kind of temporary structures are not allowed in the sculpture garden. Failure to obtain prior approval of temporary structures may result in cancellation of event. Damage to grounds due to temporary structures will result in additional costs to the permittee.

If needed, permits for street closure must be obtained prior to event setup. The permittee is responsible for obtaining all necessary permits before the start of event.

Professional photography requires written request and approval from HiSAM and the Hawai'i Film Office.

Lighting equipment must be provided by a professional vendor and approved by museum staff and DAGS Central Services before use. Cooking and cooking equipment are not permitted in No. 1 Capitol District Building (propane cooking only is allowed on front lawn and may require additional fees). The permittee and vendors are responsible for meeting all fire and safety codes during the event process. Candles for decorative purposes must be placed on tables in fireproof containers away from any flammable materials.

Fees and Payment

Total rental fees are determined by the option requested, the length of setup and cleanup, size of event, services required and/or equipment usage. Fees include cost of security, maintenance, utilities, and labor. Please see **Basic Rental Fees**.

A \$50 non-refundable processing fee is due upon submittal of the museum *Facility Rental Request Form*. The fee is required to initiate the states approval process.

Receipt of a \$200 Deposit is due upon approval of the facility request which also confirms the event date. The Deposit will be held until the event date and will be returned six to eight weeks after the event provided no extra charges are incurred.

A *Rental Agreement*, and a *Rental Fee Invoice* will be sent to the permittee upon approval of the event. Final payment of fees must be received by the Hawai'i State Art Museum no later than 60 days prior to the event date.

All functions that request to go beyond 9:45 PM will be assessed a fee of \$5.00 per minute up to sixty minutes that will be billed to the permittee with the rental fee invoice. Any additional fees for an unscheduled extended event time, setup/cleanup time, equipment usage, or damage costs may be applied and will be billed to the permittee after the event. If damages are incurred during the event (including setup and cleanup), the permittee will be billed for repairs and/or maintenance.

The permittee must follow **Hawai'i Revised Statutes Chapter 103, Section 10**. (HRS §103-10 may be viewed at <http://www.capitol.hawaii.gov>).

Not for profit organizations receive a 25% discount off basic rental fees. Organizations must provide proof of tax-exempt status prior to invoicing.

Cancellations:

The permittee may cancel a scheduled event for any reason. The payment and deposit will be returned in full if the event is cancelled up to 14 days prior to the scheduled date.

No amount of the payment or deposit will be refunded if cancellation occurs within 14 days from the scheduled event date.

The State of Hawai'i reserves the right to cancel an event if the facilities are considered unsuitable for use due to fire or natural calamity, act of God, notice of violations by any government agency, or any other occurrences beyond the control of the museum. The deposit and fee payment will be refunded to the permittee under such circumstances. The Hawai'i State Art Museum will not have any further liability after the event is cancelled.

All payments must be made payable to "Hawai'i State Art Museum."

Event Planning

The maximum rental time for an event, excluding setup and cleanup, is five hours from 4:45 PM until 9:45 PM or any amount of time within that space. A \$5 fee will be applied to each additional minute of event time up to one hour. See **Fees and Payment**.

The permittee and caterer must meet with museum staff or a designated representative to discuss scope of event and permittee needs. The permittee and museum representative should work closely to ensure efficient service and clear communication.

The permittee may not make claims that the museum is sponsoring the event. The name of the Hawai‘i State Art Museum may be used only to announce the location of the event. Advertising or announcement of the location is not permitted until the request has been approved.

At least one museum staff member and security must be present during the event, including setup and cleanup.

The permittee may request docent tours of the galleries. The museum staff will determine the number of docents to suit the needs of the permittee. Requests for docents may be made on the *Facility Rental Request Form* and will be arranged with the museum Education Department. See **Additional Fees**.

Equipment

The permittee is responsible for, but not limited to the following:

- Tables, chairs, linens (including setup and cleanup)
- Wait service staff
- Catering
- Floral arrangements and other decorations
- Deliveries
- Lighting (see **Approvals**, above)
- Cleaning of rented area to original condition (including wet bars)
- Trash containers
- Trash collection & removal from site
- Parking
- Sound system or other electrical equipment
- Communications equipment, including two-way radios and/or megaphones
- All temporary structures (including stages, tents, tables, seating, roadblocks/parking cones, stanchions/fencing, portable toilets, and/or signage)
- Obtaining all insurance required by the State of Hawai‘i (see Insurance)

Museum staff must approve all temporary structures and their locations prior to the event date. The Hawai'i State Art Museum cannot provide temporary structures or equipment.

The parking area on Beretania Street behind the building may be used as a temporary location for a dumpster or other large trash receptacle. Arrangements must be made with the museum representative, DAGS Central Services, and building security prior to the event date.

Common areas of the building, such as the first floor lobby, may not be rented and cannot be utilized for private functions.

Food, Beverages, and Alcohol

Food and beverages are not allowed in the galleries with the exception of the Sculpture Lobby and Sculpture Garden.

The museum does not provide food/beverage service. An approved professional caterer must provide all food and beverage service. Service of food and beverage is not allowed in the Sculpture Garden. No cooking of any type, which includes, propane, butane, charcoal etc. is allowed in No. 1 Capitol District Building. "Sterno" type products may be used to keep food warm. Propane cooking only is allowed on the Front Lawn (in conjunction with a lawn rental). The caterer must provide, a copy of their Health Department certification and alcohol license (if applicable).

Food must be served in conjunction with alcohol at any event at No. 1 Capitol District Building.

Alcohol service must cease at least ½ hour prior to the end of the event.

During the event, alcoholic beverages must be served by the permittees professional catering service. If alcohol is being sold, or an admission fee is being collected, a valid permit from the Liquor Commission must be obtained. Upon receipt of liquor permit, the applicant is to provide a copy to HiSAM. Permit must be in view at all times during the event (including setup and cleanup).

Public intoxication, disorderly conduct, or persons appearing to be under the influence of an intoxicating substance will not be tolerated. Offenders will be removed from the premises by museum security staff and/or State Sheriff.

The Hawai'i State Art Museum will not tolerate underage alcohol consumption. Any underage person known to be consuming alcohol, or anyone known to be serving alcohol to a minor, will be removed from the premises and reported to the proper authorities.

The Hawai‘i State Art Museum reserves the right to stop all alcohol service without prior notice if regulations and state laws are not followed.

Insurance

Permittee shall be responsible for providing a Certificate of Insurance to cover their sub-contractors in compliance with the provisions set forth in this document

- 1) Commercial General Liability (which includes Liquor Liability and Products and Completed Operations coverage); \$1,000,000 per occurrence, and \$1,000,000 in the aggregate.

Policies are to include the following clauses:

- This insurance shall not be cancelled, limited in scope of coverage or non-renewed until 30 days written notice has been given to the State of Hawai‘i, Department of Accounting and General Services, State Procurement Office, P.O. Box 119, Honolulu, Hawai‘i 96810-0119.
 - The State of Hawai‘i is added as an additional insured as respects to operations performed for the State of Hawai‘i.
 - It is agreed that any insurance maintained by the State of Hawai‘i will apply in excess of, and not contribute with, insurance provided by this policy.
- 2) Automobile Liability Coverage; \$1,000,000 combined single limit (or any combination of insurance that will meet this requirement), and \$1,000,000 in the aggregate. State to be named as additional insured.
 - 3) Worker’s Compensation (per statute).

All permittees must provide a General Liability Insurance policy with a single occurrence limit of \$1,000,000, with \$1,000,000 in the aggregate, containing the same clauses stated in sections one and two above. If the permittee and / or subcontractors are not transporting themselves to the site, automobile liability coverage is not required. Written notification is required.

FINANCIAL RESPONSIBILITY: The permittee accepts financial responsibility for the artwork and shall pay for repair or replacement cost of the artwork should damage or loss occur as a result of gross negligence. HSFCa reserves the right to adjust the value of any object based on the appraised market value.

DAMAGE OR LOSS: If artwork is damaged or lost, the permittee must notify the HSFCA immediately, followed by a written report, giving the circumstances involved. The HSFCA may also require completion of a physical evaluation form. If a theft occurs, the VSM or security guard must notify the police, obtain a police report, and forward the report to the HSFCA Collections Manager for inventory purposes.

Security

At least two museum security officers must be present during the event, including setup and cleanup times, to supervise museum areas and secure the building after the event.

Additional security, up to five officers, may be required by the museum if the front lawn or sculpture garden is requested. Museum staff will determine the exact number of security officers needed for the event. Costs for security are included in the rental fees.

Events of 600 and up to 1,500 people will incur an additional charge for security. See **Additional Fees**.

If the permittees vendor is unable to remove tents or equipment from the property immediately after the event, the structures may remain on the property until the next business day. HiSAM will not accept responsibility for any loss or damage to items remaining on property.

The Hawai'i State Art Museum has a contractual agreement with a specific security firm to supervise the galleries and other museum areas, to open or close the galleries, and to open or close the building after regular museum hours. No other security firm is allowed and authorized to perform such services.

Deliveries and Parking

The permittee must be responsible for loading goods/equipment or deliveries prior to, during, and after the event. The Hawai'i State Art Museum will not be responsible for receiving any goods or equipment. Deliveries of supplies and equipment to the second floor are strictly forbidden between 10 AM and 4 PM.

The loading zone area on Richards Street is available for deliveries and drop-offs. During events, this turn-in area must be kept clear for handicapped access parking, deliveries or drop-offs, and emergency vehicle parking.

The Hawai'i State Art Museum will not provide parking or parking validation for the permittee, guests, employees, or vendors of permittee.

Performances and Entertainment

The museum requires at least two weeks' notice to schedule rehearsal activities if the rehearsal is not scheduled during setup time. Rehearsals not scheduled during setup time must be arranged during regular museum hours with a museum representative. Rehearsals must not interfere with the ability of the state to conduct business.

Museum staff must approve all performances and entertainment prior to the event. The museum is not responsible for providing entertainment.

Unless authorized by the state Comptroller, admission, cover charge, or charge-per-plate are not permitted unless it is for fundraising purposes or the permittee represents a non-profit organization.

Performances must take place in rented areas only. No performances may take place in the galleries without prior written approval from museum staff.

Performers requiring a "green room" preparation area must consult with both the permittee and museum representative prior to the event to make suitable arrangements. This accommodation may require rental of additional museum areas.

Rules of Decorum

The Hawai'i State Art Museum is a public facility and shares the building with other state offices. The permittee and the permittees vendors or guests should be considerate of state employees, museum visitors, and the general public. The museum is also a neighbor to many civic, religious, cultural, and corporate institutions that may be operating after regular museum hours. The museum requires the permittees cooperation in keeping noise and activity well below disruptive levels.

The Hawai'i State Art Museum is the "People's Museum" and belongs to everyone. These rules are to ensure that all visitors and guests enjoy their own museum experience.

Help to preserve the artwork for future generations. Pieces can be damaged by even the slightest contact. Please refrain from touching the art.

Pedestals on which the art sits are to be considered part of the exhibit and are not to be touched.

For safety and security reasons, all items such as backpacks, large bags, umbrellas, or items larger than 11 x 15 inches, must be checked in and held at the Security Desk.

Disruptive behavior will not be tolerated within the museum galleries.

Smoking to include electronic cigarettes is prohibited throughout state buildings. Smoking is not allowed in the Sculpture Garden. Food and drink are not allowed in the museum galleries.

All animals are prohibited on state properties, except service animals such as, but not limited to guide, signal and service dogs, which are trained to do work or perform specific tasks for the benefit of an individual with a disability. The individual shall be responsible for all damages caused by the animal, including but not limited to, cleaning up and properly disposing of its waste. Chapter 111 of Title 3, Subtitle 10, Hawaii Administrative Rules, entitled "State Facilities and Grounds."

Flash photography within the galleries is not permitted. Hand-held still and video photography in existing light is allowed in the galleries for private, noncommercial, or educational use. Photography is not permitted in special exhibitions or areas designated as "No Photography." For press and other special photography, please contact the Art in Public Places Program. No photographs taken in the museum may be reproduced, distributed, or sold without permission.

Galleries

The indoor galleries (Sculpture Lobby, Diamond Head Gallery, and 'Ewa Gallery) are not available as space for rental events. The galleries will be available for guests viewing during the rental event. The Sculpture Garden is available for stand-alone rentals for an additional fee.

The galleries will open 10 minutes before the scheduled event and close at least 15 minutes prior the end of the event.

Only museum staff is allowed to open and close the galleries. Museum staff or museum volunteers must be present in the galleries at all times during the event.

The museum reserves the right to close the galleries at any time.

The museum reserves the right to deny entry of individuals into the galleries and the right to remove any individual from the galleries due to safety and/or security reasons.

The permittee, guests, employees, and / vendors of the permittee must follow Rules of Decorum at all times. See **Rules of Decorum**.

No fire or flammable items or devices are allowed in the galleries.

Basic Rental Fees

***All prices subject to change**

	Capacity	FEE	Available Hours
Front Lawn 1 st kitchenette Galleries	600 seated dinner or 1,500 standing	\$7,200	After regular museum hours 5 hour maximum - (4:45 PM to 9:45 PM) Price includes same day setup from 7:30 AM & cleanup till 11:45 PM (Saturday set up 9:00 AM)
2 nd floor Courtyard 2 nd kitchenette Galleries	180 seated dinner or 250 standing	\$2,400	After regular museum hours 5 hour maximum – (4:45 PM to 9:45 PM) Price includes same day setup from 7:30 AM & cleanup until 11:45 PM (Saturday set up 9:00 AM)
Front lawn 2 nd floor Courtyard 1 st & 2 nd kitchenettes Galleries	Capacity Per Area Refer to other options	\$9,200	After regular museum hours 5 hour maximum - (4:45 PM to 9:45 PM) Price includes same day setup from 7:30 AM & cleanup until 11:45 PM (Saturday set up 9:00 AM)
Sculpture Garden	77	\$1000	After regular museum hours 5 hour maximum - (4:45 PM to 9:45 PM) Price includes same day setup from 4:00 PM & cleanup until 11:45 PM (Saturday 4:00 PM)

Additional Fees

Item	Flat Fee	Hourly Fee	Details
Sculpture Garden ceremony	\$1000	N/A	Rents for a 5 hour maximum- (4:45 PM – 9:45 PM)
Front Lawn ceremony	\$1100	N/A	Available for rental only with concurrent rental of options 1, or 2. 2 hour maximum.
Multipurpose Room Capacity: 70	\$350	n/a	The multipurpose room can only be added to the rental of any option package.
Additional Time for Setup & Cleanup	n/a	\$60 per hour	Determined by area(s) and complexity of rental
Additional Security & Janitorial Services	\$400	n/a	For Events of 600 and up to 1,500 people
Overnight Security for Front Lawn	n/a	\$25 per hour	Determined by event setup/cleanup times and complexity of rental
Docents	\$60	n/a	Docents may be requested.

Overtime Fees: All Functions must end at 9:45 PM. This includes serving of food, beverages, music and all activities. This allows you and your vendors to clean and re-set the facility by the exit time.	\$5 per minute after 9:45 PM	All functions that go beyond 9:45 PM will be assessed a fee of \$5.00 per minute that will be subtracted from the deposit. Any additional overtime fees are due at the end of the function.
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Multipurpose Room Equipment**

Audio/Visual Equipment	FLAT FEE
Audio/Visual Equipment must be used in the Multipurpose room	
LCD Projector-Epson Power Lite 600	\$250
Sony VCR ½” Standard	\$40
Sony DVD Player	\$50
Projection Screen (7’ x 7’)	\$30
PC Laptop Computer/Powerpoint	\$150
Internet Connection	\$30
Podium with Mic	\$40
35mm Slide Projector Package on cart with Zoom Lens	\$50
Slide Trays for 80	\$5
**Rental of equipment requires a technician	\$100

Other Equipment

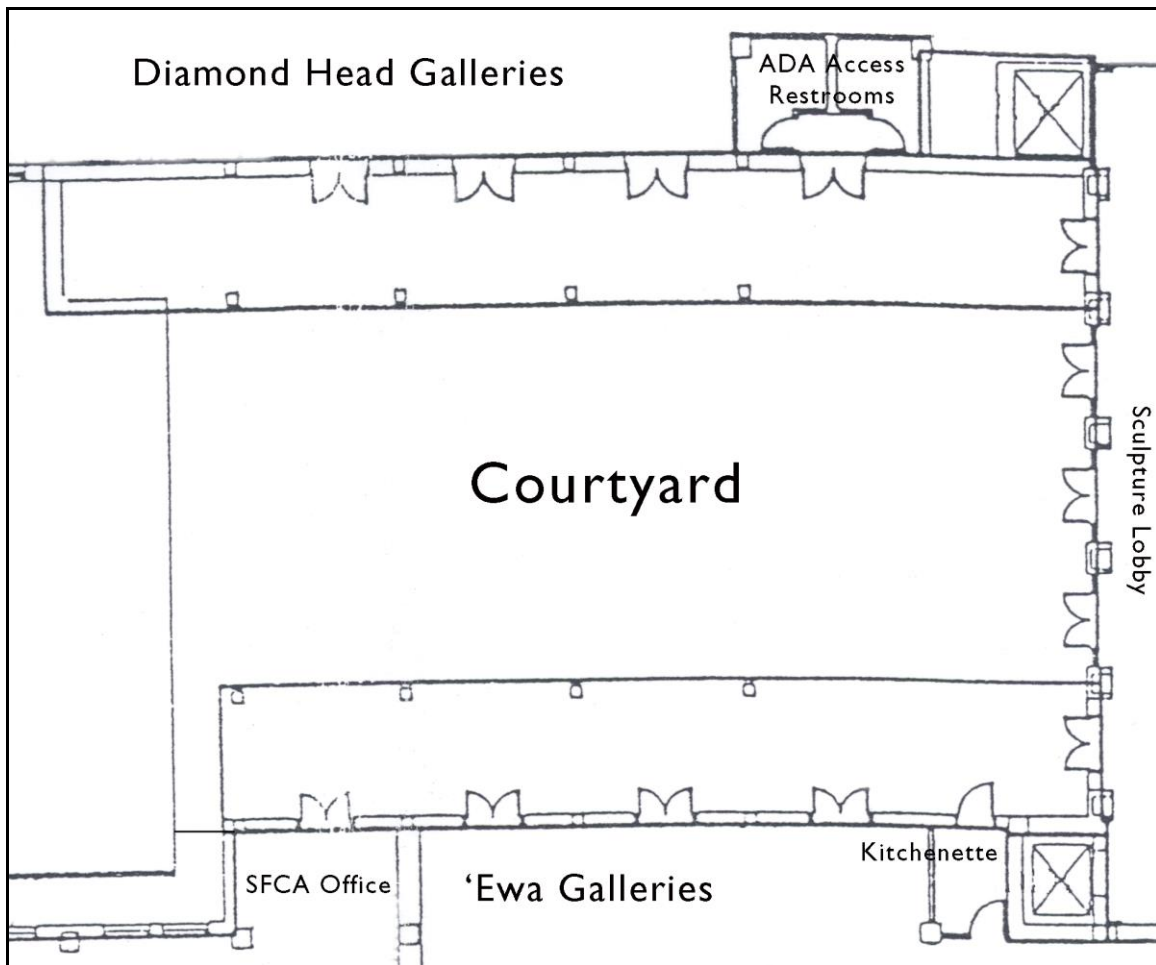
Item	FLAT FEE
Portable Tables - 10 Available - Size 30” x 72” Permittees are responsible for table setup and cleaning. All rented tables must be covered with tablecloths and are for indoor use only.	\$10 per
Portable Chairs - 80 Available Permittees are responsible for setup and cleaning and are for indoor use only.	\$1 per
Portable Podium with built in Mic	\$60
Display Easel	\$5 per
25’ AC Extension cords	\$5 per

Floor Plans

Second Floor Courtyard

Maximum capacity: 180 seated dinner, 250 standing

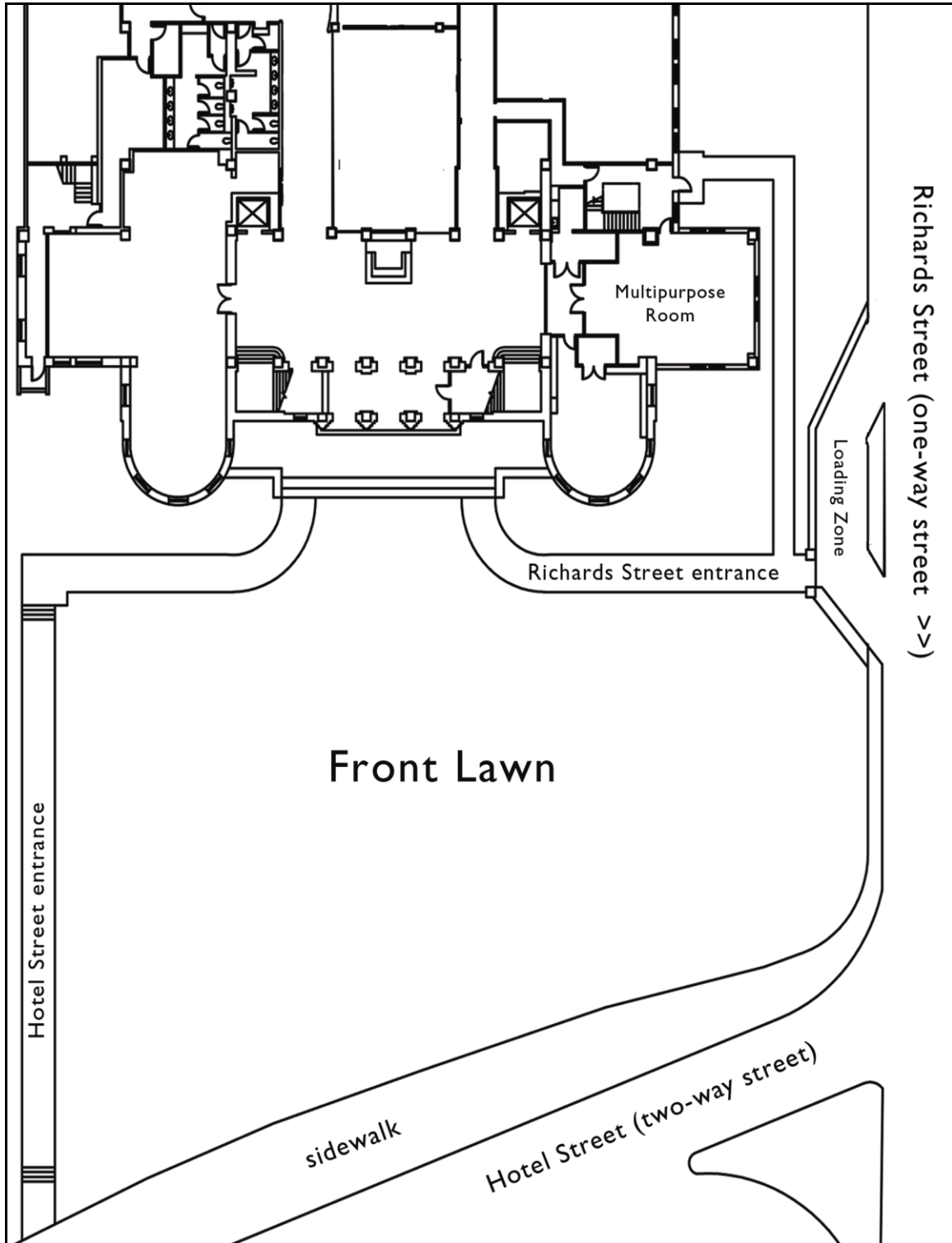
Size: approximately 4,200 square feet



Front Lawn

Maximum capacity: 600 seated dinner, 1500 standing

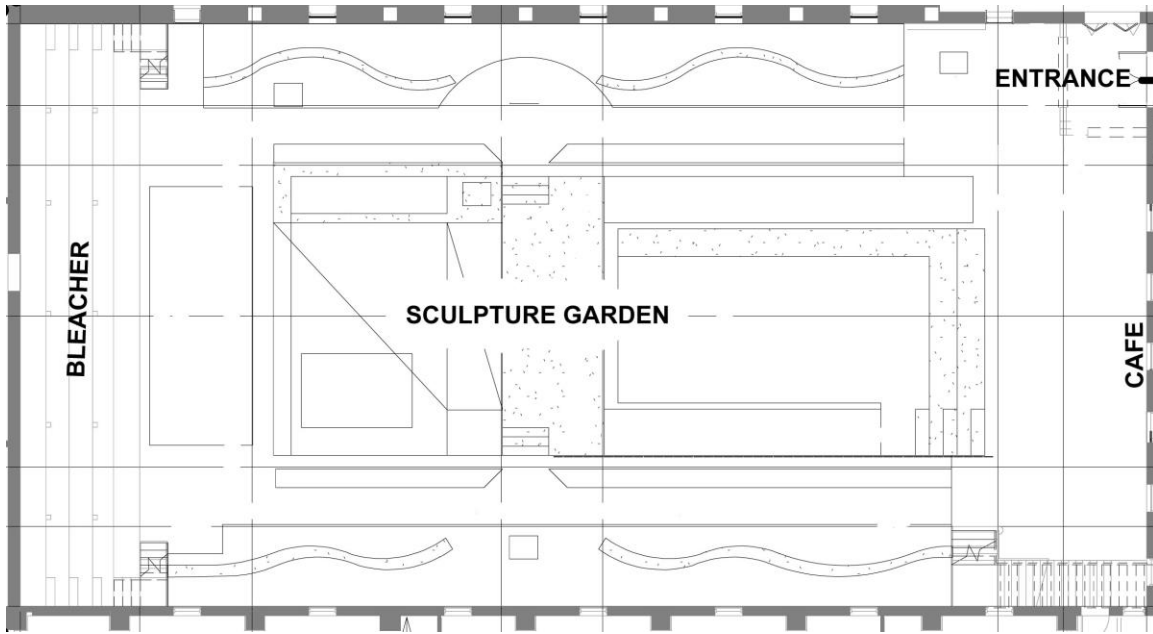
Size: approximately 11,700 square feet



Sculpture Garden

Maximum capacity: 77

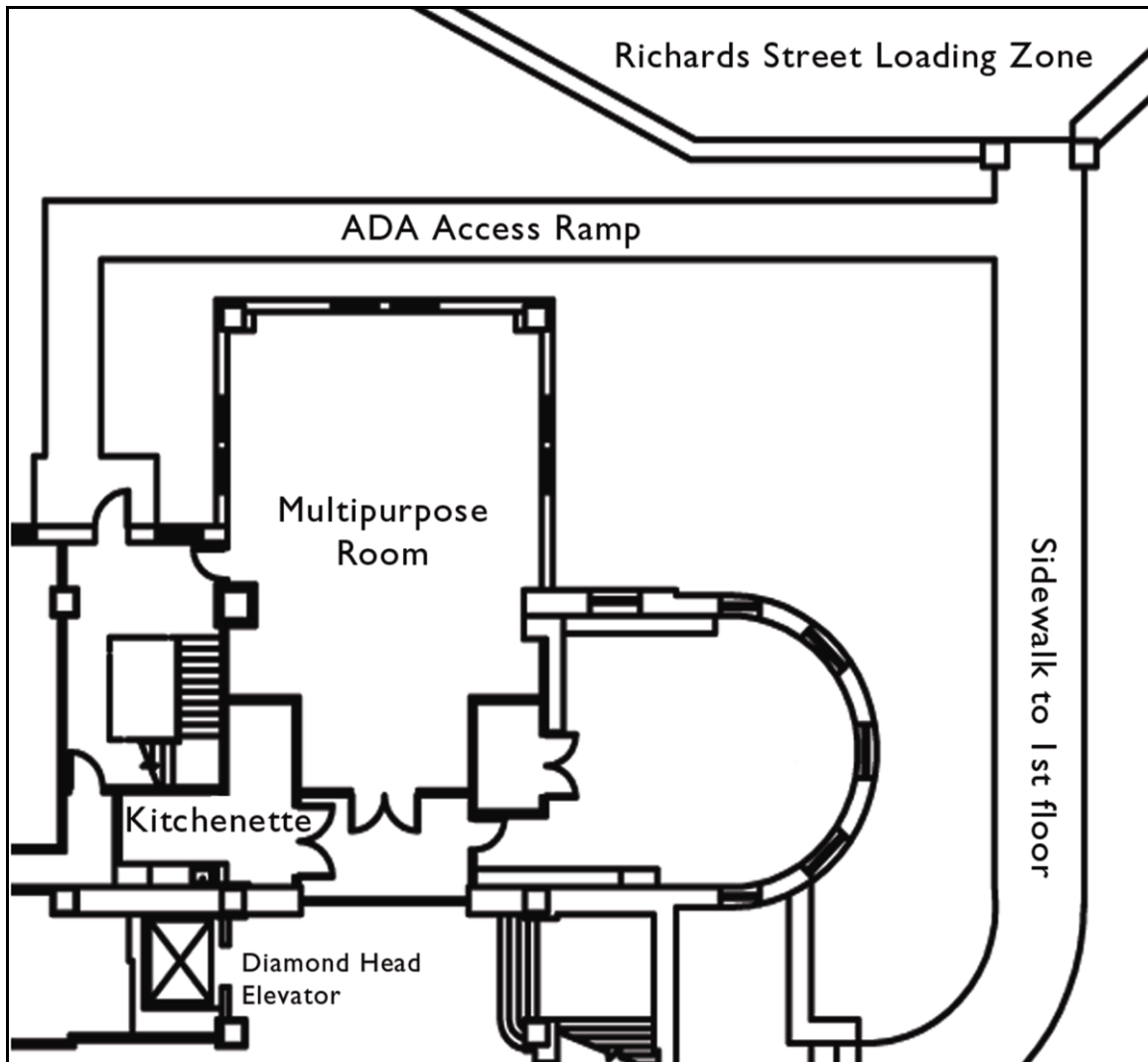
Size: approximately 7,702 square feet



Museum Multipurpose Room

Maximum capacity: 70 seated

Size: approximately 860 square feet



GUIDELINES FOR EVENT AND RENTAL VENDORS

Aloha!

Please help us preserve this wonderful historic building. The No. 1 Capitol District Building was erected in 1928 and is on the National Register of Historic Properties. This building is part of Hawai'i's unique culture and grand past. Let's keep it looking beautiful for future generations to enjoy!

We also want to ensure our museum visitors have a peaceful, relaxing, and enjoyable experience at the Hawai'i State Art Museum. Please follow these guidelines:

For Courtyard Rentals

- 24-hour notice to staff is required for delivery of equipment to the museum.
- 7:30 AM – 10:00 AM day of event - delivery of equipment. Deliveries will not be accepted after 10:00 AM, and during museum hours. *Saturday events- Delivery of equipment is allowed between 9:00 AM and 10:00 AM.*
- Set up is from 7:30 AM day of event till event starts. *Saturday from 9:00 AM.*
- After the galleries close at 4:00 PM on day of event, delivery of equipment may resume. If pre-approved, tables in the Sculpture lobby may be placed.
- For tent installations in the Courtyard, place solid pads under all vertical poles to disperse load force on tiles, and use protective wrap when securing tents to building pillars.
- Do not secure tents to railings.
- Do not tape signs etc to any part of the building except to the permittees temporary structures.
- Work quietly (please do not play music). No sound checks before 4 PM M-F.
- Pathways must remain clear for museum visitors between 10 AM and 4 PM. Do not block access to courtyard restrooms or offices.
- Do not over load the elevator and lean heavy tables up against interior walls.
- If you need to move the long wooden courtyard benches please see museum staff.
- Do not lean equipment up against museum walls or columns.
- No open flame cooking is allowed on the 2nd floor courtyard. This includes propane, butane, charcoal etc. "Sterno" may be used to keep food warm.
- Do not attach anything to light fixtures.

For Lawn Rentals

- Delivery and set-up - from 7:30 AM day of event continuing to start of event.
Saturday starting at 9:00 AM.
- Do not park vehicles in the Richards St. turn- around during events. Trucks arriving to pick up equipment after an event may arrive no sooner than the end of the event.
- All tents must be secured with water barrels. HiSAM will not provide a hose for usage.
- Be aware that the public and building employees use the two front sidewalks leading into the building. Do not block sidewalks with equipment.
- ADA Walkways must remain clear at all times.
- The museum will not be responsible for equipment and rentals left on the premises over night.
- Open flame cooking is not allowed with the exception of propane stoves.
- If propane is used bring a **#B or #ABC** fire extinguisher with you and position it within your cooking area.

Sculpture Garden

- Treat the Sculpture Garden as a gallery to enjoy art in an outdoor environment.
- Cooking and/or serving food/beverages is not allowed in the Sculpture Garden.
- Musicians and performers are allowed, but no taping wires & cords.
- Do not attach signs, or other decorative items to any part of the building except to the permittees temporary structures.
- Banners, signage or commercial product promotion are prohibited.
- Tents, tables, chairs, vases, potted plants, tiki torches or additional weighted umbrellas are prohibited.
- Trash receptacles are only allowed near doorways.
- Covering artwork (i.e. sheets over nudes) is prohibited
- Set up in the Sculpture Garden is not allowed until 4:00 PM

Multipurpose Room Rental

- If any types of paints, liquids, etc. are used, carpeting and tables must be covered with a tarp or plastic.
- The use of any material or liquid that produces noxious fumes is prohibited.
- Cooking is not allowed in the multipurpose room.
- Clean room, and return tables and chairs after the event.

Break down after evening event

- A representative of the event must remain on property for a final walkthrough with museum staff at the end of the evening.
- There is a maximum 2-hour clean-up time after an event.
- All event trash must be removed from the property.
- If a rental includes the courtyard and lawn please break down the courtyard first. This enables museum staff & security officers to secure and lock the building.
- Next day pick-up from courtyard and/or lawn is between 7:30 AM – 9:30 AM Tuesday – Friday, Saturday -9:00 AM. There will be no break down and removal of equipment on Sundays **Prior consent from museum staff is required for all equipment removal.**

HRS 103-10

§103-10 Payment for goods and services. (a) Any person who renders a proper statement for goods delivered or services performed, pursuant to contract, to any agency of the State or any county, shall be paid no later than thirty calendar days following receipt of the statement or satisfactory delivery of the goods or performance of the services. In the event circumstances prevent the paying agency from complying with this section, the person shall be entitled to interest from the paying agency on the principal amount remaining unpaid at a rate equal to the prime rate for each calendar quarter plus two per cent, commencing on the thirtieth day following receipt of the statement or satisfactory delivery of the goods or performance of the services, whichever is later, and ending on the date of the check. As used in this subsection, "prime rate" means the prime rate as posted in the Wall Street Journal on the first business day of the month preceding the calendar quarter.

(b) This section shall not apply in those cases where delay in payment is due to:

(1) A bona fide dispute between the State or any county and the contractor concerning the services or goods contracted for;

(2) A labor dispute;

(3) A power or mechanical failure;

(4) Fire;

(5) Acts of God; or

(6) Any similar circumstances beyond the control of the State or any county.

Where the time of payment is contingent upon the receipt of federal funds, or federal approval, the solicitation of bids for contracts shall clearly state that payment is contingent upon those conditions. If the solicitation for bids contains the warning and a contract is awarded in response to the solicitation then interest shall not begin to accrue upon any unpaid voucher until the thirtieth day following receipt by the State or county of the contractor's statement or the thirtieth day following receipt of the federal funds or approval, whichever occurs later, and shall end as of the date of the check.

(c) All goods or services purchased by a state agency which are less than \$25, except those purchased through the use of a state procurement card, shall be paid from the petty cash funds of the agency; provided that the comptroller may establish a higher threshold for petty cash payments and may grant exceptions to this requirement.

(d) Any other law to the contrary notwithstanding, the payments for goods and services obtained through use of any state or county procurement card shall be made under the terms and conditions specified in the contract under which the procurement card was established. [L 1967, c 292, §2; HRS §103-10; am L 1977, c 95, §1; am L 1984, c 235, §1; am L 1985, c 281, §1; am L 1988, c 389, §1; am L 1990, c 87, §1; am L 1996, c 213, §1; am L 2003, c 51, §2; am L 2004, c 203, §1]